



New Jersey Department of Children and Families Policy Manual

Manual:	DCF	DCF Wide	Effective Date:
Volume:	IX	Information Technology	
Chapter:	A	Information Technology	10-26-2015
Subchapter:	1	Information Technology	
Issuance:	100	Secure Email / Conveyance of Sensitive Information via Email	

Purpose

This issuance establishes policies and procedures related to the use of Secure Email and the conveyance of sensitive or confidential information via email to recipients outside the DCF network.

Policy

A) Use of Secure Email Required When Conveying Sensitive or Confidential Information Outside of the DCF Network.

When it is necessary to convey sensitive or confidential information to a person outside of the DCF network that information must be sent via Secure Email.

B) Definition of “Sensitive and Confidential Information”.

For purposes of this policy, sensitive and confidential information shall include any information pertaining to a CP&P case or current or former client, inclusive of investigative and health information, regardless of whether the information is stripped of identifying details or is otherwise considered confidential pursuant to law.

C) Impact on Confidentiality Laws and Policies.

This policy does not permit the sharing of information with any person not otherwise authorized to receive it pursuant to law or policy.

Procedures

1) Sending Secure Email

Click [here for Instructions on Sending Secure Email](#)

2) Receiving Secure Email

Click [here for instructions on Receiving Secure Email](#)